

# DIRECTIVE

## WORKFORCE INVESTMENT ACT

Number: WIAD06-23

Date: June 29, 2007

CWIB/69:162:cs:10744

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: REGIONAL AND LOCAL INCENTIVE AWARDS—PY 2006-07

### EXECUTIVE SUMMARY:

#### Purpose:

The purpose of this directive is to describe the California Workforce Investment Board's (State Board) policy and procedures for the Local Workforce Investment Boards (LWIB) that apply for regional cooperation or local coordination (RC/LC) incentive awards for Program Year (PY) 2006-07.

#### Scope:

This directive applies to LWIBs ONLY.

#### Effective Date:

This directive is effective upon release.

### REFERENCES:

- Workforce Investment Act (WIA) Section 134(a)(2)(B)(iii)
- Title 20 Code of Federal Regulations (CFR) Sections 662.310 and 666.400
- California Workforce Investment Board, Business Services Policy Framework

### STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

### FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD05-11, dated December 2, 2005, and finalizes WIA Draft Directive WIADD-136, issued for comment on February 27, 2007. The Workforce Services Division received 15 comments during the draft comment

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period; the comments received did not result in any substantive changes to this directive. However, this directive incorporates changes that are viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. Retain this directive until further notice.

## **BACKGROUND:**

Under WIA, states are required to reserve funds for incentive awards to Local Workforce Investment Areas (LWIA) for regional cooperation among LWIBs or local coordination of WIA activities, and for exemplary performance by LWIBs for meeting their local performance measure goals [WIA Section 134(a)(2)(B)(iii)]. This directive addresses the RC/LC incentive awards ONLY.

## **POLICY AND PROCEDURES:**

The State Board approved the Business Services Policy Framework (Framework) at the November 30, 2006 meeting. The policy defines *business services* as:

***Business services are the services that ensure the success of local business and economic growth. A business service strategy includes listening to the business, identifying solutions and brokering services to ensure the success of local businesses and economic growth.***

The RC/LC incentives will be awarded to applicants that demonstrate current or planned activities in support of Business Services as defined by the Framework adopted by the State Board.

## **General Information:**

The State Board will accept applications for an RC/LC incentive award for an existing or a planned project that supports the *Business Services Criteria (Attachment, Appendix A)*. A LWIB may be a partner to one regional cooperation application, or may independently submit one local coordination application. However, a LWIB will be eligible for an incentive award in one category only.

**Completing a Memorandum of Understanding (MOU) with all local partners is a priority for the State. Therefore, LWIBs that do not have a MOU with all of the required WIA partners are not eligible for a State incentive grant for local coordination of activities per Title 20 CFR Section 662.310. However, the State will consider for eligibility a demonstration of "best efforts" by the LWIBs to secure MOUs.**

The local chief elected official (CEO) of a unit of general local government designated as a LWIA shall be liable to the Employment Development Department (EDD) for all funds not expended in accordance with the WIA, and shall return to the EDD all of those funds. If there is more than one unit of general local government in a local area,

the CEO will be an individual designated under an agreement executed by the CEOs of the local units of government.

The designated LWIB designee/representative participating in a LWIA eligible effort must sign the application and the associated CEOs or their designees must accept fiscal responsibility for the incentive funds they receive. **An original application with signatures, three hard copies, and an electronic copy saved on a diskette** must be submitted to the State Board. In the case of a regional application, only one LWIB needs to submit the required copies for the other LWIB partners.

### **Application Process:**

Applications must be mailed or delivered to:

California Workforce Investment Board  
ATTN: Elsa Ruiz-Duran, WIA Incentive Awards  
777 12th St., Suite 200  
Sacramento, CA 95814

- Applications are due and must be received by **3 p.m. on August 13, 2007**. Late applications will not be considered for an award.
- The State Board will accept hand and courier-delivered applications between 8 a.m. and 5 p.m. daily, excluding Saturdays, Sundays and State holidays, up to the final filing date and time. Exceptions will not be considered.
- Original signatures are required; therefore, faxed or electronically transmitted applications will not be accepted.
- There are no appeal rights.
- Applicants must use the Application Instructions and Forms attached to this directive.

### **Selection Process:**

A technical review panel will evaluate each LWIB application based on the *Business Services Criteria (Attachment, Appendix A)* and narrative components discussed in the *Application Instructions and Forms Supplement*. The panel will provide summary scoring results and recommend qualifying applicants for the awards.

### **Requirements**

Services to participants funded with the LWIB's incentive award are subject to WIA performance measures. Local area(s) must have achieved at least 80 percent of all core performance measures for the 2005-06 program year. For the regional cooperation incentive awards, the State will consider the regional performance for the partnerships that are applying, and average the performance measures for the entities involved in each cooperative request.

In addition to meeting 80 percent of core performance measures, the State Board will evaluate to what extent the award applicant demonstrates effective strategies to meet the expectations described in the *Business Services Criteria (Attachment, Appendix A)* in a current or proposed project.

## **Funding**

A total of \$210,000 is available for the RC/LC incentive awards. The State Board will grant a maximum of six awards.

## **ACTION:**

Bring this directive to the immediate attention of affected staff and LWIB members.

## **INQUIRIES:**

If you have any questions, please contact Elsa Ruiz-Duran at (916) 324-2950 or by e-mail at [eruiz-duran@cwib.ca.gov](mailto:eruiz-duran@cwib.ca.gov).

/S/ BOB HERMSMEIER  
Chief  
Workforce Services Division

Attachment is available on the Internet:

[Regional and Local Incentive Award Application Instructions and Forms Supplement](#) (DOC) (1,943k)